

Notice Number: #13-21

Location: Norfolk, VA

Closing Date: 2/4/2021 (11:59:59 PM (EST))

Command & Location: NAVSUP - NAVSUP FLC Norfolk

Grade: GS-11/12/13/14

Job Type: **Assistant Counsel**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There are two anticipated vacancies for attorneys to serve as Assistant Counsels in the Office of Counsel, NAVSUP Fleet Logistics Center Norfolk (NAVSUP FLC Norfolk), a field office within the Office of Counsel, Naval Supply Systems Command, Mechanicsburg, PA. These positions are located at the NAVSUP FLC Norfolk's headquarters in Norfolk, VA.

With headquarters in Mechanicsburg, Pennsylvania, and employing a worldwide workforce of more than 24,000 military and civilian personnel, NAVSUP oversees logistics programs in the areas of supply operations, conventional ordnance, contracting, resale, fuel, transportation, and security assistance. In addition, NAVSUP is responsible for quality of life issues for our Naval forces, including food services, postal services, Navy Exchanges, and movement of household goods. The NAVSUP Office of Counsel includes approximately 63 attorneys and 18 support staff located at its headquarters and field offices in the U.S. and overseas.

NAVSUP FLC Norfolk headquarters is located on the waterfront at the Norfolk Naval Base, home to the U.S. Fleet Forces Command. NAVSUP FLC Norfolk provides logistics and supply support services to all CONUS fleet units and shore commands east of the Mississippi not otherwise assigned, Europe, the Middle East, and East/Southwest Asia. In addition, NAVSUP FLC Norfolk provides contracting, acquisition and contract administration support to commands in the Eastern region and 2nd, 4th and 6th Fleet ships and afloat units. The Norfolk, Philadelphia and Mechanicsburg Sites together obligate approximately \$2.5 Billion annually on behalf of their customers. Additional information about NAVSUP FLC Norfolk may be found at: <https://www.navsupsup.navy.mil/public/navsup/flcn>

The NAVSUP FLC Norfolk Office of Counsel is comprised of 14 attorneys, with six of those attorneys located in Norfolk, seven in Philadelphia, and one in Mechanicsburg, PA. These openings are in the Norfolk Office. The Norfolk practice involves the full range of OGC practice

areas, including acquisition law, ethics, fiscal law, Freedom of Information Act/Privacy Act, civilian personnel/EEO law, litigation and fraud programs, with a special emphasis on awarding and administering contracts for information technology and related equipment and services.

These positions are rated GS-11/12/13/14 and have a full performance level of GS-14. To be eligible for selection at the GS-11 level, the applicant must have at least one year of professional legal experience, or be a recent law school graduate with superior law student work or activities as demonstrated by: graduating in the top third of their law school class; work or achievement of significance on an official law review or journal; or a special high-level honor, e.g., winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be eligible for selection at the GS-12 level, the applicant must have two years of relevant professional legal experience at the GS-11 (or equivalent) level or be a current GS-12 (or equivalent) attorney within the Federal government. Note that for GS-11 and GS-12 positions only, a second professional law degree (LL.M.) that required at least one full academic year of graduate study may be substituted for one year of professional legal experience. To be eligible for the GS-13 position, the applicant must have in excess of two years of professional relevant legal experience. To be eligible for the GS-14 position, the applicant must have at least three-and-one-half years of professional relevant legal experience.

Applicants will be evaluated on: (1) the quality of their relevant legal experience in federal acquisition law; (2) their experience in other OGC practice areas identified above; (3) the strength of their oral and written communications skills; (4) their research and analytical skills; (5) their ability to work both independently and as part of a team; (6) their interpersonal skills, including their ability to establish effective attorney-client relationships; and 7) developmental potential and the overall interests of OGC. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day to day legal practice are desired.

The successful candidate must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a Secret clearance.

To apply, applicants must submit a resume, OF-612 or SF-171, a cover letter that addresses the evaluation criteria for this position, two legal writing samples (not exceeding 10 pages each), two most recent performance appraisals, if available; and names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Applications must include current grade (if applicable), salary requirements, and projected availability. Attorneys who have graduated from law school less than 5 years prior to the announcement closing date

must provide a copy of their law school transcripts including class rank. Current federal employees must also provide a copy of their most recent SF-50 form.

Electronic applications are being accepted, and should be sent to [norma.crowther@navy.mil](mailto:norma.crowther@navy.mil). The subject line of the email should include the applicant's name and the personnel notice number. Hard copy applications are not being accepted at this time.

Interested attorneys are encouraged to contact Mr. Dana N. Smith, Counsel, NAVSUP FLC Norfolk at (757) 619-0741 for additional information about the position.

This personnel notice will close on February 4, 2021, at 11:59:59 PM (EST), and complete application packages must be received by the closing date and time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

#### NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at [www.opm.gov](http://www.opm.gov).)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee

organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

Relocation expenses are not available.

Permanent Change of Station (PCS) funding may be available to those eligible.